



Howard Valentine Coffman Cove School SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY

As authorized under ESEA, as amended

[School Year 2022-2023]

[Revision Date: 02/14/2023]

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Overview

In support of strengthening student academic achievement, **Southeast Island School District** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended. The policy establishes the district's expectations and objectives for meaningful parent and family involvement and describes how the district will implement a number of specific parent and family engagement activities.

The **Southeast Island School District** agrees to implement the following requirements as outlined in Section 1116 of the ESEA, as amended:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended. [§1116(c)(3)]
- Update the school parent and family member policy periodically to meet the changing needs of parents and the school, distribute it to the parents and family members of participating children, and make the parental involvement policy available to the local community. [§1116(b)(1)]
- In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under Section 1111 of the ESEA, as amended, in a format and, to the extent practicable, in a language such parents understand. [§1116(e)(4)]
- If the schoolwide program plan under Section 1114(b)(2) of the ESEA, as amended, is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district. [§1116(c)(5)]
- The school district will be governed by the following definition of parental involvement and expects that its Title I, Part A schools will carry out programs, activities, and procedures in accordance with this definition:
 - Parent Involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
 - that parents play an integral role in assisting their child’s learning;
 - that parents are encouraged to be actively involved in their child’s education at school;
 - that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
 - the carrying out of other activities, such as those described in section 1116. [§8101(39)]

Required Parent and Family Engagement Policy Components

Joint Development

Coffman Cove School will take the following actions to involve parents and family members in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I, Part A programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Parents are invited to the Annual Title I meeting to review and provide input on this policy. This year, The Title I meeting was held on May 03, 2023. Parents and families may attend either in person or via conference call.

Annual Title I, Part A Meeting

Coffman Cove School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I, Part A program, the nature of the Title I, Part A program, the parents' requirements, the school parent and family policy, the schoolwide plan, and the school-parent compact.

- The Annual Title I meeting is held during Back to School Night. The Principal or their designee will provide parents with information about the school's Title I program, parent rights to know, state and local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress. Parents will also have the opportunity to review the school plan, budget, and parent documents during this meeting.
- Any concerns or suggestions for improving the parent improvement program of the school are welcome and discussed at this meeting.
- Coffman Cove School will make every effort to be flexible when scheduling meetings, and all of them will also be broadcast through ZOOM, for those who are unable to attend in person.
- Administrators will form relationships with parents and parents will form relationships with other parents in order to ensure parental participation in the Annual Title I meetings.
- Parents will also receive monthly calendars to inform them of any school-related activities along with Title I information.

Communications

Coffman Cove School will take the following actions to provide parents of participating children the following:

- Timely information about Title I, Part A programs.
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards.
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- Information related to the school and parent and family member programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- Ensure all correspondence is made available in parent friendly language to parents via newsletter/calendar, SISD systems, Coffman Cove School and SISD website, and Coffman Cove School media pages.
- In the event a family requires an interpreter in order to participate in a parental meeting, we will enlist the help of an interpreter. In addition, if documents must be translated, we will ensure the family receives the information in their first language.
- Meetings and workshops can be held at various times during the day and evenings as needed, including via Zoom.

School-Parent Compact

Coffman Cove School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

Parents will be invited to review and provide input on the School-Parent Compact during the Annual Title I meeting on 30 AUG 2023.

Reservation of Funds

The **Southeast Island School District** will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental and family engagement is spent. *(Only applicable to districts with an allocation of \$500,000 or more.)*

- Funds reserved under this section by the district agency shall be used to carry out activities and strategies consistent with the district’s parent and family engagement policy, including not less than 1 of the following:
 - (i) Supporting schools and nonprofit organizations in providing professional development for local educational agency and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
 - (ii) Supporting programs that reach parents and family members at home, in the community, and at school.
 - (iii) Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
 - (iv) Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
 - (v) Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency’s parent and family engagement policy.

Parents will be invited to the Annual Back to School Night to review the school plan and budget and provide feedback on how the 1% parent involvement set aside is spent. Additionally, parents are surveyed about the use of parent involvement funds.

Coordination

Coffman Cove School will coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.

- Coffman Cove School provides parents the access to resources on their school and district webpages in order to actively engage them and address any of their concerns through a plethora of resources. Technology access will be made available upon request.
- Coordinating college and career readiness events with local partners, students, and parents.
- Planning training sessions for parents on how to access the online parent portal (PowerSchool).

Building Capacity of Parents and Family Members

Coffman Cove School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following:

- Providing parents and family members with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Providing parents and family members materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- Providing assistance to parents of participating children, as appropriate, in understanding such topics as the following:
 - The challenging State academic standards.
 - The State and local academic assessments.
 - The requirements of Title I, Part A.
 - How to monitor a child's progress.
 - How to work with educators to improve the achievement of their children.

1. Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
3. Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - a) The challenging State's academic standards
 - b) The State and local academic assessments including alternate assessments
 - c) The requirements of Title I, Part A
 - d) How to monitor their child's progress
 - e) How to work with educators to improve the achievement of their child
4. During the Annual Title I meeting, we share with parents the requirements of Title I, Part A, the State's academic standards and local academic assessments and how to work with educators to improve the achievement of their child. Parents will participate in conferences with teachers to discuss student performance as it relates to academics during report card conferences throughout the year. Parents are surveyed to gather input about meaningful parent workshops designed to support parents/families in supporting their child(ren) academically at the start of the year, and the calendar of workshops is subsequently developed. These are held quarterly during report card conferences and as needed.

Building Capacity of School Staff

Coffman Cove School will, with the assistance of its parents, educate its teachers, specialized instructional support personnel, principals, other school leaders, and other staff on how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents, and how to implement and coordinate parent programs and build ties between parents and schools.

Professional Development around the benefit of working effectively with parents will be offered based on data collected via the parent survey. This will be done during a District PD date in the Fall/Winter by the Principal or their designee.

All staff are trained on, and expected to provide clear, consistent, and timely communication with families via websites, email, mail, and direct communication.

Coffman Cove School will provide other reasonable support for parental involvement activities under Section 1116 as parents may request.

Coffman Cove School will host additional meetings and workshops based on parental need.

Building Capacity for Engagement – Optional

NOTE TO THE SCHOOL: The school parent and family engagement policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESEA, as amended:

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each Title I, Part A school—

- may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
- may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- may train parents to enhance the involvement of other parents;
- x may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- x may adopt and implement model approaches to improving parental involvement;
- may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section; and
- may develop appropriate roles for community-based organizations and businesses in parent involvement activities.

(Describe how each discretionary item checked above will be implemented.)

- Elementary teacher will distribute weekly progress report to parents
- Middle and high school teacher will distribute weekly missing assignment report to parents
- Middle and high school teacher will send regular text and email updates to parents
- Coffman Cove school will increase literacy events with family and community members
- Local cultural experts will be invited to present, teach a lesson, or be involved with projects throughout the year
- All teachers will send advance reminders of upcoming benchmark and state testing to parents
- Coffman Cove School will invite community members to a monthly ArtBite program sponsored by the Alaska Department of Education

Adoption

This School Parent and Family Member Engagement Policy has been developed jointly and agreed on with parents of children participating in Title I, Part A programs, as evidenced by an approved vote by the Coffman Cove ASC on 17 MAY 2023.

This policy was adopted by the **Coffman Cove School** on **17 MAY 2023** and will be in effect for the period of **2023-2024**. The school district will distribute this policy to all parents of participating Title I, Part A children on or before **01 SEP 2023**.

Printed Name of Principal: _____ Shaine Nixon _____

Signature of Principal: _____ *Date:* _____